



Claypole Parish Council

Minutes of the meeting held on Wednesday 3<sup>rd</sup> March 2021 at 7.00pm remotely via 'Teams' due to the coronavirus pandemic.

21/35	<p><b>Present</b> John Freeman (JF, Vice Chair), John Briggs (JB), Paddy Furey (PF), Stephen Jarman (SJ), Martin Round (MR) and Mark Sweet (MS) together with the clerk. District Councillor Wood and four members of the public were also in attendance.</p>	
21/36	<p><b>Welcome</b> The Chair ( JF) welcomed all to the meeting. The meeting had been advertised in the usual way and members of the public had been invited to contact the clerk for logging on details or they could access the meeting via the parish council web site.</p>	
21/37	<p><b>Apologies and Reasons for Absence</b> Apologies and reasons for absence had been received from Cllr Simmonds and from County Councillor Maughan. Cllr Sweet was absent.</p>	
21/38	<p><b>Declarations of Interest</b> Cllr Freeman declared a personal interest in the proposed housing developments by Larkfleet and Lindum as he lives adjacent to the land which these two companies are interested in.</p>	
21/39	<p><b>Notes of the last Parish Council Meeting</b> The notes of the meeting held on 3<sup>rd</sup> February 2021 were accepted as a true and accurate record, proposed by JF, seconded by PF and accepted unanimously. These will be signed by the Vice- Chair at a later date in line with pandemic restrictions.</p>	
21/40	<p><b>Clerk's and Councillors' Reports</b> The following decisions were taken:</p>	
21/40-1	The clerk's written report was approved and is attached to these minutes. The	
21/40-2	childrens' small play area will be inspected by Ed Morton but will be limited to particular pieces of equipment to be determined- AGREED.	
21/40-3	Future inspections- there will be one annual inspection and 2 operational inspections- AGREED.	
21/40-4	Maintenance of footpath- two quotations to be obtained to improve surface of footpath where it is worn- AGREED.	
21/40-5	Dates and venue for Active Holidays for Kids- school to be contacted about availability during the summer- AGREED.	
	Other matters:	
21/40-6	The fencing and its fitting needs to be raised with Pugh-Lewis.	JF/
21/40-7	Chancel tax liability requires further research	clerk
21/40-8	Neighbourhood Survey leaflets have been distributed throughout the village. A banner reminding people to return completed surveys will be displayed.	



21/41	<p><b>Vacancies on the Council</b></p> <p>Alice Maggs and Darryl Flinders each gave a short presentation, introducing themselves and outlining why they would like to join the council. They were then asked to leave the meeting together with all members of the public. Councillors agreed unanimously for both to join the council and were duly invited back into the meeting. The clerk will email appropriate documents to them together with e mail details.</p>	
21/42	<p><b>To receive County Councillor and District Councillor Reports</b></p> <p>District Cllr Paul Wood-</p> <p>21/42-1 Budget and council tax proposals had been accepted resulting in an annual increase for Band D property of £46.</p> <p>21/42-2 The Big Clean and Ward Members Grant scheme will continue.</p> <p>21/42-3 Community Grants- query was raised as to whether these had been reduced from £10000 to £5000.</p> <p>County Cllr Alexander Maughan- report received by e mail</p> <p>21/42-4 TRO for Main Street/School Lane/Rectory Lane- is now on hold until after the pandemic restrictions when highways will organise renewed surveys.</p> <p>21/42-5 The Council budget was approved last month with an increase in the county council element of council tax of 1.99%.</p> <p>21/42-6 County Council business grants are now live <a href="https://www.lincolnshire.gov.uk/grants-funding">https://www.lincolnshire.gov.uk/grants-funding</a></p>	
21/43	<p><b>Claypole Community Park</b></p> <p>The following decisions were taken:</p> <p>21/43-1 JF's written report was approved and is attached to these minutes.</p> <p>21/43-2 The project plan- AGREED.</p> <p>21/43-3 The Parish Council will fund in principle the building from savings and loans if necessary, while opportunities for grant funding will be fully explored- AGREED.</p> <p>21/43-4 The preferred supplier option- MacContainers- AGREED.</p> <p>21/43-5 The location for the changing rooms- AGREED to consider two locations.</p> <p>21/43-6 Legal advice – expenditure on advice up to £500- AGREED</p>	
21/44	<p><b>Village Hall</b></p> <p>Nothing further to report-the hall currently remains closed to all activities. The coffee shop has reopened for a takeaway service. The raffle for the car park surface is still on hold.</p>	
21/45	<p><b>Cemetery</b></p> <p>21/45-1 Several comments had been received about no dogs (other than assistance) being allowed in the cemetery/garden of remembrance. There appears to be some confusion as to where dogs are allowed in relation to the cemetery and churchyard. Currently dogs are allowed in teh churchyard but not in the cemetery other than assistance dogs.</p> <p>21/45-2 JF will liaise with Robert Welch who will make proposals to improve the old spoil area.</p>	<p>Clerk</p> <p>JF</p>





21/46 21/46-1	<p><b>Financial Matters</b> It was AGREED to pay:</p> <table border="1" data-bbox="310 369 1351 667"> <thead> <tr> <th>To</th> <th>For</th> <th>Amount £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>Jubilate printing</td> <td>Neighbourhood Plan survey</td> <td>98.00</td> <td></td> <td>98.00</td> </tr> <tr> <td>LALC</td> <td>Annual subscription 2021/22</td> <td>357.18</td> <td></td> <td>357.18</td> </tr> <tr> <td>LALC</td> <td>Annual training scheme 2021/22</td> <td>125.00</td> <td>25.00</td> <td>150.00</td> </tr> </tbody> </table>	To	For	Amount £	VAT £	Total £	Jubilate printing	Neighbourhood Plan survey	98.00		98.00	LALC	Annual subscription 2021/22	357.18		357.18	LALC	Annual training scheme 2021/22	125.00	25.00	150.00	
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21/46-2 21/46-3 21/46-4	<p>All payments made by BACS Receipts and Payments Account to 31<sup>st</sup> March 2021 had been circulated. Proposed amendments to financial regulations- RESOLVED to adopt unanimously and will be posted on the website.</p>																					
21/47 21/47-1 21/47-2	<p><b>Planning Matters</b> <b>Applications</b> S21/0155- outline planning permission for up to 4 dwellings Orchard Farm- concerns were raised about the visibility at the access/egress of this site. Enquiry will be made as to whether a S106 agreement can be placed on this application. Larkfleet Homes and Lindum Homes yet to submit planning applications for land off Doddington Lane. <b>Results</b> None received</p>	Clerk																				
21/48 21/48-1	<p><b>Highway and Footpath Matters</b> JB reported that the gate which had been re-hung on the footpath at Osterfen Lane appears to have dropped. Clerk will contact the resident who kindly fixed this.</p>	Clerk																				
21/49	<p><b>Correspondence</b> Messages on the FB page had been answered and the web site was up to date.</p>																					
21/50	<p><b>Chairperson's closing statement</b> Cllr Freeman thanked all for attending the meeting in this format again which is likely to continue for several months. The meeting closed at 8.20pm.  Signed.....  Chairperson  Date.....</p>																					

Clerk's report –March 2021

1 Play areas – Ed Morton has attended the Leisure Park for maintenance issues. I have recirculated the Ellesmere and ED Morton quotations for the childrens play area.

Ongoing maintenance and inspections:

Reids Playground Maintenance- Annual Inspection £335.00

Teamsportplay- Phil Tonks- the Annual Inspection is a compliancy check to British Standard (dimensions / gaps etc)...the Operational Inspection is more to do with wear / replacement / repair. If you need an Annual Inspection, Phil Tonks advises speaking to Alan Dymond of Morral Play Services ( 07958 777 785) as he is qualified to Annual Inspector Status.

If you need an Operational maintenance inspection,Phil Tonks can do this as he has Operational Inspector status. You definitely need an Annual every year (Alan) and maintenance periodically through the year. Alan and Phil can put together a program for us and we pay them separately to avoid any mark-ups on each-others work. Phil recommends using Alan in the future – depends how you find RoSPA and which inspector you get from them...some customers report that the larger inspection companies produce horrendous over the top reports to cover their backs which creates more headaches than they solve.

We said £125 for the Operational inspection last year – I'm happy to honour that this year if you would like us to carry that out for you.

Streetwise- monthly inspections completed by a ROSPA member of staff and a written report- £94.20 per visit.

2 Zip wire at the community park- Jupiter has been to inspect the damage and now conclude it may have been caused by vandalism but cannot be 100% certain. They have agreed to replace and install the damaged parts and will let me know when they come on site. A tree in the leisure park has been vandalised, a branch has been sawn off.

3 Footpath at leisure park- I met John Padley last Monday to discuss the wear on the path and in particular the areas where it has worn to the yellow MOT. These parts are solid and it is easy for buggies etc to traverse these areas. The planings have spread to the sides of the paths mainly because of the really large pieces. One suggestion was to remove the large pieces and the smaller should 'bed' down to make a more even path.

4 Doddington Lane-

Affordable housing (Lindum) - proposals have been circulated and Matthew Carter has now sent the results from the housing survey on which these proposals are based. These have been circulated to Cllrs.

74 dwellings off Doddington Lane (Larkfleet)- CS,JF and I met virtually with 3 representatives for this application on Friday 26<sup>th</sup> Feb.

5 Anglian Water- they are now investigating the third (and final demand) I received for £776. PF and I met with Anglian Water and we now know which is our meter but unfortunately the bills received include sewage etc. I have written to Wave, they have been back in touch and will resolve in next few weeks.

5 Chancel Repair Liability Insurance- Aviva- Legal Indemnities on line (LION) one off payment of £29.94 ( I estimated the value of the glebe land at £10000 just to get an idea) This covers the PC for 25 years for any chancel repair claims.

6 Lincoln Diocese- I presume the neighbour to the glebe would still like to purchase a strip of this land. I have asked him to send me details and a plan of the piece he would like, nothing received to date. JF has been in conversation with Tony Tucker who in turn has been in touch with the diocese and they may be prepared to sell the glebe to us.

7 Litter bin near the bus shelter is always full especially as the coffee shop is mainly takeaways- I will ask if the coffee shop has a bin too once they re-open on Wednesday.

8 Active Holidays for Kids- The full amount has been awarded and paid in to the bank account. Jack has proposed some dates and also requested that we ask the school if we can borrow some equipment for the 3 weeks.

9 Gate at footpath entrance at Osterfen Lane- the post has been replaced. I did not receive a reply from LCC as to whether this was acceptable.

10 Signs at the Leisure Park- SKDC will supply 2 signs 'Dogs Must Be Kept on Leads'

11 Planning applications- there is one still waiting decision by SKDC:

S20/0682- two dwellings rear of Woolpack Inn

#### Decisions Required

- Determine who should make repairs to the small childrens play area.
- Consider pattern of future inspections
- Consider maintenance of footpath
- Consider dates and venue for Active Holidays for Kids

C Clarke- March



### PROVISION OF CHANGING ROOMS

1. Following the decision by the Claypole Primary School in January to withdraw from the agreement to install showers into the school changing rooms for community use, the Parish Council resolved at its February meeting to investigate how the Parish Council might itself provide toilet, changing and showers facilities for sports users of the Community Park from September 2021. This is to ensure the continued availability of the sports fields to adult football and cricket which, in both cases, are required to have access to changing facilities with showers (and facilities for referees) to participate in their leagues.
2. A project plan has been circulated to councillors. This shows that it should be possible to provide this amenity for September provided that key dates shown on the plan are met.
3. Members of the Parish Council have been provided with examples of potential solutions from six different providers of prefabricated changing room buildings. These each provide a complete and ready-made solution to meet our own specifications, and have the advantage over a "built" structure in that they could be delivered within the timeframe, and are considerably less expensive. The cost of a prefabricated building will include delivery to site, but the installation of a foundation (concrete plinth, pads or pillars) and bring services (electricity, water and waste water drainage) to site are additional costs and will be subject to tendering locally.
4. There are four categories of prefabricated building. One is to provide a shell building to our specification that would then need to be fitted out locally. An example provider is Passmore. This approach would involve considerably more time by the Parish Council to project manage several contractors and is also a more expensive option than the other three. The categories that have been most examined are:
  - a. Customised buildings, sized and fitted out to our specification; usually metal framed
  - b. Modular buildings – buildings of predetermined sizes fitted out to our specification
  - c. Container buildings – as modular buildings but using purpose made container-like structures and fitted out to our specification.

#### 5. The Pros and Cons

Pricing - The pricing of these alternatives is reflected in the order above, with a customised building the most expensive and a container building the least expensive. The least expensive option would be the Mac-Container option at under £45k (+vat) with the cost of support pads and bringing services to site to be quoted separately. Three suggestions of modular buildings are priced at £68,900, £81,620 and £250,500 (each excl VAT), for broadly similar specifications.

Lead times – These vary between suppliers, but a wholly customised building may be subject to a three month lead time and so may not be available for September (based on the project plan).

Sustainability – Other than the container building, all buildings either wholly or partly wooden structures. They come with guarantees, but the prospect of the need for repairs in future years must be acknowledged. Most also feature flat roofs which will likely require maintenance in later years (container excepted)

Aesthetics – The metal framed and modular buildings vary in styling but can be made to look more attractive by fascia panelling in non biodegradable plastic finishes. The container may appear a rather “stark” structure; it is available in a wide range of colours.

Internal cleaning and maintenance – the specification for the chosen building will need to ensure surface are hard-wearing and easy to clean and maintain.

6. Initial enquiries to SKDC Planning suggest that planning permission is unlikely to be a problem but that the building will need to meet local building regulations. It will therefore be important to ensure that the specifications are consistent with building regulations. An examination of the varying initial options suggests that this will not be a problem.
7. Specifications – the building needs to provide, at minimum, two changing rooms suitable for either sex. The changing rooms will each be equipped with at least three individual shower cubicles, and at least one toilet. There has to be changing, shower and toilet facilities for two referees. In addition, a storage/kitchenette room for cleaning materials and space to make hot drinks. Although the building will mainly service sports played on the grass fields, the building should be wheelchair accessible.  
The buildings need to be insulated and the system for heating the building and hot water appropriate to our needs.  
Materials for doors, walls and ceilings, and ironmongery needs to be confirmed.
8. Financing. Prior to the school, unilaterally and without notice, withdrawing from the agreement to install showers, tentative plans were for the Parish Council to look to its own permanent solution some years hence. At that time it would be hoped that substantial grant funding may be available for the project. Sports England and the football and cricket associations have routinely offered grants for changing facilities. Covid and the recession has had a major impact on grant funding with less money available to grant funders, and the funders themselves focussing their resources in the impacts of Covid on sports. At the present time it is not known whether Sport England will return to funding changing rooms in 2021/22, and what sums may be available. If the Parish Council plan to provide a building funded mainly through grant support, then it will not be possible to provide these facilities in the short term, and certainly not by September 2021.

Of the prices quoted above, three of them, prior to agreeing a final specification suggest that the whole project can be contained within £100, with the container option possibly as low as £60k in total. The Parish Council has been setting funds aside for the future provision of changing rooms. To date we have £35k in reserves. The Parish Council is also able to borrow from the PWLB at very favourable rates against the guaranteed income of £16574 per annum until 2029 from the solar farm. It should be noted that the Parish Council has previously borrowed against this income and two repayments of £5850.03 are included in the 2021/22 budget, with a final repayment falling due in May 2022. If a building is to be provided for September 2021, the council will need to be prepared to meet the full costs



from savings and borrowing, although grant applications will of course be made and hopefully defray these costs.

9. Choice of provider. Having regard to all these factors, and in order to keep to the project plan, discussions now need to take place with one provider (and if necessary two alternative providers) to agree a final specification and price for the building. The main sports clubs have been consulted for their views and both the adult football and cricket teams have favoured the container option. A final decision on provider and building specification can then be made at the April meeting of the Parish Council.
10. Positioning of building. The location of the building needs to have regard to the cost of bringing services to site, security of the building, and its operation from the perspective of the users.

Three options have been examined. Siting the building adjacent to the carpark and in front of the MUGA would be the shortest distance for utilities and so present the lowest cost option for this work. However, siting in this position presents new challenges – the gradient footpath would be lost and so the steps on the public footpath would have to be replaced with a gradient suitable for wheelchairs and pushchairs, and this may not be possible. The site is also at an elevation above the carpark and so there are issues about its impact on the carpark, drainage and disability access. Placing the building behind the school, on the older football field, and facing the cricket pitch is feasible, but has the disadvantage that the building would not be in plain sight and so be at risk of vandalism. The third and preferred option is to place the building in an area adjacent to the storage container, subject to removing part of the play area that is in any case unused; the building could face the cricket square and is conveniently located for the football pitch. Placing the building here would also enable the MUGA lighting to be supplied independent of the school, and the water supply to the cricket square to be provided direct from the main supply.

11. Operational matters. The Parish Council needs to be aware that there will be revenue costs associated with this provision. Maintenance requirements need to be determined but there will be some “caretaker” functions such as opening and closing before lettings, ensuring the heating system works, showers are safe, damage identified; and cleaning following matches. All use of the building will be charged for. This charge will be incorporated into the annual hire fee for football and cricket teams. For other users, including the MUGA, session charges will have to be determined, based on cleaning costs, and the use of toilets facilities with or without changing rooms. The project plan provides for future consideration and determination of these matters.

#### **DECISIONS REQUIRED**

1. To agree the project plan
2. To agree in principle that the Parish Council will fund the building from savings and loans if necessary, while opportunities for grant funding will be fully explored.
3. To select its preferred supplier option.
4. To agree the location adjacent to the storage container.